



# Beaver Brae Secondary School

1400 – 9<sup>th</sup> Street North, Kenora, ON P9N 2T7

PHONE (807) 468-6401 FAX (807) 468-3628



*"All Stakeholders Create a Culture of Learning so that Students Come First."*

## Completion of Community Involvement Activities Form

\* Please review the criteria for community hours on the back side of this page before completing any activities to ensure you meet the mandated ministry requirements. Submit this form to the main office immediately so volunteer hours are not lost. The principal will approve all hours before hours are earned.

<b>Student's Name</b>	<b>Principal's Name</b>
	Ms. Tracey Benoit
<b>School</b>	<b>Address and Telephone Number</b>
Beaver Brae Secondary School	1400 Ninth Street North. Kenora, ON P9N 2T7 (807) 468-6401

\* The sponsor, person or organization that provided the community involvement activity, will complete the appropriate sections of the form to verify that the activity has been completed. A signature is required.

<b>Activity</b> (Only pre-approved activities are accepted. Visit the list at <a href="http://beaverbrae.kpdsb.on.ca">http://beaverbrae.kpdsb.on.ca</a> )	<b>Number of Hours</b>	<b>Date</b>	<b>Location and Telephone Number</b>	<b>Supervisor's Name (printed) and Signature</b>

Total
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		<b>FOR OFFICE USE</b> <ul style="list-style-type: none"> <li>Completed hours noted on OST</li> </ul> <hr/> Signature of School Official _____ Date _____
<b>Student's Signature</b>	<b>Date</b>	
<b>Parent's Signature</b>	<b>Date</b>	



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Please read carefully the following criteria related to the participation of students earning community experience hours.

- Students who are working toward an Ontario Secondary School Diploma (OSSD) are required to complete 40 hours of community experience.  
**Students cannot:**
  - Be paid for their volunteer time
  - Work for an employer but not get paid
  - Earn hours during the school day (except during lunch hour or a spare). Hours must be earned outside of the school day.
  - Have their community hours signed off by a parent
  - Drive a vehicle, operate power tools or equipment or scaffolding
  - Be part of court ordered hours – these must be separate
  - Administer medication
  - Complete regular duties performed in the home, such as daily chores or personal recreational activities
  - Handle jewelry, art, banking or other such valuables
  - Participate in factory work, logging, or mining
  - Earn hours as part of a course for which a student is involved
- It is our hope that students will have their 40 hours completed by the end of their grade 10 school year. However, they have until grade 12 to earn their hours. Grade 11/12 students usually have more evening/weekend commitments (such as a job), and may find it challenging to complete hours if they are left until their final years of high school.
- Students who have completed their grade 8 school year, can start to collect volunteer hours during the summer prior to grade 9.
- All activities must be pre-approved by the principal. There is a list of current pre-approved activities on the Beaver Brae website. Please visit <http://beaverbrae.kpdsb.on.ca/> and click on the tabs, *Student Services*, then *Community Hours*. Don't see an upcoming community involvement activity on the pre-approved list? Fill out the *Student Pre-approval Community Involvement Form* (also found on our website) to obtain written approval from the principal. Please ensure the form is signed and the hours are pre-approved before beginning them to be sure that they will count.
- In order to attend prom, students must have accumulated the following number of hours by the end of each grade: Grade 9 (10 hours), Grade 10 (20 hours), Grade 11 (30 hours). Grade 12 (40 hours). Hours must be submitted at least 2 days before prom so they can be processed. Hours will not be accepted at the door for prom.
- Listen to the announcements, visit Student Services, visit the main office, or log in to Beaver Brae's Facebook page or website for more information regarding upcoming volunteer opportunities.